

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – April 19, 2012

Meeting held at Goodwin's Mills Fire Station was called to order at 6:39 pm.

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Ray Demers, Don Hernon; Municipal Fire Chief Rod Hooper; Lyman Treasurer Carol Sanborn; Lyman Assistant Treasurer Carol Stewart.

Absent – Fire Commissioner: Chris L'Heureux.

Handouts

- Draft Minutes of 4-12-12 FC meeting
- Notes from Joint Lyman/Dayton Board of Selectmen Meeting held April 17, 2012 at the Lyman Town Hall, prepared by FC Secretary Don Hernon
- Fire Chief Memorandum dated 4-19-12; Subject: Call Force New Hires
- Town of Dayton Draft Public Safety Warrant Articles 2012-2013
- Fire Department General Ledger, Revenue and Expense Reports dated 4-19-12
- Fire Department Budget 2012-2013 Impact to Towns
- Goodwins Mills Firefighters Relief Association Expense Detail – FD Bldg Expansion, March 2008 through February 2012

Minutes - FC members **voted** to approve minutes of 4-12-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Fire Commissioner Resignation – Fire Commissioners requested FC Secretary **Don Hernon** to send a memo to former Fire Commissioner **Normand Melancon**, asking him to send a formal letter of resignation to Lyman Selectmen.

Proposed Changes to Goodwins Mills Fire Rescue Personnel Policy – The Lyman and Dayton Boards of Selectmen held a joint meeting on Tuesday, April 17, 2012 to review the proposed Personnel Policy changes recommended by the Fire Commission letter of March 22, 2012. The Selectmen reviewed the changes recommended by the FC, changes proposed by Dayton Selectmen Mike Polakewich, and **voted** to accept changes and wording as shown below.

The FC reviewed these changes in detail and **voted** to send the wording shown below to the Boards of Selectmen as a final version:

1. **Accepted by Selectmen; No changes by FC.** ARTICLE III – EMPLOYMENT CLASSIFICATIONS, Introductory Paragraph - Change last sentence to read: "The following types of employment may be made to the Town government service in conformity with the rules established herein:".
2. **Accepted by Selectmen; No changes by FC.** 3.1 Full-Time Employment – Change first sentence to read: "A full-time employee of the Joint Fire-Rescue Department works full time (a minimum of forty (40) hours per week)...".

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – April 19, 2012

3. **Accepted by Selectmen; No changes by FC.** 3.2 Part-Time Employment - Change first sentence to read: "A part-time employee of the Joint Fire-Rescue Department works less than forty (40) hours per week but more than twenty-eight (28) hours per week..."

4. **Accepted by Selectmen; FC Changes as shown.** Use following wording proposed by Dayton Selectmen Polakewich, as modified by the FC:
10.1 Medical Insurance: The Town offers medical insurance through a nationally recognized provider. Medical insurance is available to full-time (40 hours per week) year round employees' eligible for this coverage.

The Town pays for 100% of the annual premium cost for single employees. The Town does not pay any additional amount towards family, spouse or dependent coverage. ~~You may purchase~~ Family, spouse or dependent coverage **is available** through the Town's medical insurance provider; however, all costs associated with this additional coverage will be the responsibility of the employee. If ~~elected~~ **selected**, these expenses will be deducted pre-tax from the employee's payroll. Please contact ~~your Employee Benefit Representative~~ **your supervisor or the Town Office** for additional information regarding available Medical Insurance Coverage and associated costs.

5. **Accepted by Selectmen; FC Changes as shown.** Use following wording proposed by Dayton Selectmen Polakewich, as modified by the FC:
10.2 Dental Insurance: The Town offers dental insurance through a nationally recognized provider. Dental insurance is available to full-time (40 hours per week) year round employees' eligible for this coverage.

The Town pays for 100% of the annual premium cost for single employees. The Town does not pay any additional amount towards family, spouse or dependent coverage. ~~You may purchase~~ Family, spouse or dependent dental coverage **is available** through the Town's insurance provider; however, all costs associated with this additional coverage will be the responsibility of the employee. If ~~elected~~ **selected**, these expenses will be deducted pre-tax from the employee's payroll. Please contact ~~your Employee Benefit Representative~~ **your supervisor or the Town Office** for additional information regarding available Dental Insurance Coverage and associated costs.

6. **Not Accepted by Selectmen.** New Section 10.4 Medical Insurance Alternative. (Selectmen voted 4 to 1).

7. **Accepted by Selectmen; FC Changes as shown.** Use following wording proposed by Dayton Selectmen Polakewich, as modified by the FC:
New Section 11.9 Military Duty: Employees who are members of the uniformed services, including: the Armed Forces (Army, Navy, Air Force, Marines, Coast Guard); the Army or Air National Guard; Army, Navy, Air Force, Marine, or Coast Guard Reserve; or commissioned corps of the Public Health Service, shall have all rights and reemployment rights afforded to them under the Uniformed Services Employment and Reemployment Rights Act (USERRA), and all state laws. Please see ~~the Employee Benefit Representative~~ **your supervisor or the Town Office** for more details of the rights afforded under this policy and applicable laws. **A request for**

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – April 19, 2012

military leave under this section must be accompanied by military orders or formal letter from the employee's military commander.

- 8. Additional Proposal by Dayton Selectmen Polakewich.** The following wording was proposed, but was not discussed by Selectmen: "Level 1 Full-Time Employees with the designation Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Captain and Lieutenant are to be conceded as part of the Fire Department Management Structure". The Fire Commission does not recommend adding this wording to the Personnel Policy.

Jensen Baird Gardner & Henry – No representative from Jensen Baird Gardner & Henry was available to attend the FC meeting. **Chief Hooper** had requested that the law firm provide a schedule of events from June 2011 to date that shows the progress of the FEMA grant and the transfer of assets.

Settlement of FEMA Grant Construction Costs with the General Contractor – The FC was informed that a recommendation has been made by **Jensen Baird Gardner & Henry (Bill Dale)** to offer a settlement to the General Contractor for the Fire Station Modernization under the FEMA Grant. Fire Commissioners expressed concern that all costs, including legal fees, engineering fees, liquidated damages, and credits may not have been considered in determining the settlement offer. Also, there was concern in determining the amount of funds remaining in the Fire Department FEMA Grant account. Accurate numbers are needed from RHR Smith accounting firm that is auditing the accounts. **Carol Sanborn** will contact **Bill Hall** of RHR Smith to request final accounting numbers.

Review of Fire Department Budget and Financial Numbers – FC reviewed Fire Department Budget, general ledger detail, expense detail, revenue detail, and Building Expansion reports. Concern was expressed that currently there is no accurate accounting of funds remaining in the FEMA Grant account.

Town of Dayton Draft Public Safety Warrant Articles 2012-2013 – FC reviewed draft articles presented by Chairman **Jim Roberts**. Similar articles will be presented to the Town of Lyman, with an additional Warrant Article to accept Rescue Billing receipts.

Executive Session – The FC voted to go into Executive Session at 8:33 pm under State of Maine Statute MRS Title 1, Chapter 13, subchapter 1, Section 405.6A to discuss results from the interviews conducted to consider candidates for a full-time Fire Fighter/EMT position. The FC came out of Executive Session at 8:58 pm, with nothing to report.

Full-Time Fire Fighter/EMT – The FC **voted** to accept **Chief Hooper's** recommendation to hire **Mr. Jarrett Clarke** as a full-time Fire fighter/EMT, with an expected start date of 5-7-12. Two other interviewed candidates will remain on a qualified hire list until October 2012, to allow the possibility of additional full-time hires without another complete hiring process.

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – April 19, 2012

Call Force New Hires – FC reviewed a Memo from **Chief Hooper** describing the process followed to test and interview candidates for the call force. Three individuals were hired as Call Fire Fighters: **Mr. Matt Steiner, Mr. Wes Loignon, and Mr. Patrick Spang, Jr.**

Fire Department Diesel and Fuel Oil Purchases – **Chief Hooper** will coordinate with the Town of Lyman and the Southern Maine Regional Planning Commission to purchase diesel and fuel oil as part of a group, to obtain best pricing.

Next Meeting- Next regular Fire Commission meeting will be on Thursday, May 5, 2012, 6:30 pm at Goodwin's Mills Fire Station.

Adjourned - Meeting adjourned at 9:02 pm.